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Purpose

To establish a standard for the consistent use of Millington Fire Department uniforms.

Objective

To insure that all Fire Department personnel have a clear guide as to which and what kind of uniform is to be worn for different types of duty. This will also insure that Fire personnel always project a positive and professional appearance during all services provided to the public.

Scope

This guideline applies to all Millington Fire Department personnel.

Responsibility

It shall be the responsibility of all Fire Department supervisors to enforce this guideline by insuring that their personnel are in the proper uniform at all times.

Members in uniform or wearing any part of a uniform that identifies the wearer as being associated with the Millington Fire Department while off duty shall conduct themselves as though they were on duty.


Guideline

This section of the rules and regulations is included so that it shall be clear as to what has been determined to be appropriate uniform wear at various times when a firefighter is on duty. Each employee is responsible for keeping all issued clothing neat and clean. Each employee is expected to be in the uniform of the day at shift change and when reporting for duty. Employees may change to other classes of uniforms at the direction of their supervisor. An extra change of uniform clothes shall be kept at your duty station so that if the one you are wearing becomes soiled, you can change into a clean uniform.


Purchase of Uniforms

Personnel will be issued an annual clothing allotment with the dollar amount to be determined by Fire Chief.

1. This allotment will be issued in the form of a Purchase Order payable to a department approved vendor.
2. Personnel may only purchase items from a pre-approved list supplied by the vendor and approved by the department.
3. The employee shall be responsible for any and all charges over the approved clothing allotment allowance.

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4. Employees are not required to spend the full amount of the purchase order.
5. Purchase orders for uniforms will be issued, upon request, from July 1st – June 1st. No purchase orders for uniforms will be issued after June 1st unless approved by Fire Chief. This procedure allows accounts payable to close out any outstanding debt before end of budget cycle.

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Uniform Code of Conduct

When you wear the uniform you are demonstrating pride, professionalism, and the image of the Millington Fire Department. You and the Department will be judged by how you behave. Wear the uniform wisely, but more importantly, wear your uniform with pride.

When in public, you should represent your fire department with pride through your uniform. Whether attending a community function or seen in public while wearing the uniform, you should display the elements of dignity, professionalism, and success.

Rank, Insignia Badges, etc.

The following rank insignia shall be worn by all personnel on uniform collars:

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Chief – five (5) crossed bugles
 Assistant Chief – four (4) crossed bugles
 Fire Marshal – two (2) crossed bugles
 Battalion Commander – two (2) crossed bugles
 Fire Inspector – one (1) bugle
 Lieutenant – one (1) bugle
 Driver – MFD bar
 Firefighter – MFD bar

All uniform shirts shall consist of the following:

- a. Fire department patch sewed on right sleeve
- b. American flag sewed on left sleeve
- c. Fire department issued badge on left chest
- d. Fire department approved name plate on right chest
- e. Fire department issued collar brass appropriate for rank.


No other badges or patches shall be worn unless authorized by the Fire Chief.

Classes of Uniforms

Uniforms are defined by

- a. Class A – Ceremonial Dress
- b. Class B – Dress Shirt (Long Sleeve)
- c. Class C – Daily Work Uniform
- d. Class D – Workout Uniform

Class A Uniform – Ceremonial Dress

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The Class A Uniform - Ceremonial Dress is to be worn when attending formal functions of the Fire Department such as visitation/funerals, weddings, civic meetings when required, and any other events as may be required by the Fire Chief.

Hat

Department issued dress uniform Fire Department hat with hat badge and other designations appropriate to rank.

Coat

Department issued single breasted navy coat. Coat shall have the following insignia.

- a. Fire department patch sewn on right shoulder
- b. American flag sewn on left shoulder
- c. Department issued collar brass appropriate for rank placed.
- d. Department issued badge on left chest
- e. Left sleeve shall have sewn bands appropriate for rank.
 - i. Chief two ½" bands and three ¼" gold bands;
 - ii. Asst. Chief one ½" band and three ¼" gold bands;
 - iii. Battalion Commander two ¼" gold bands;
 - iv. Lieutenant one ¼" gold band;
 - v. Firefighter/Driver one ¼" silver band;
 - vi. Firefighter no bands
- f. Right sleeve shall have the Maltese cross sewed to topside of sleeve. One Maltese cross represents five (5) years of service. Example: 20 years of service = 4 Maltese crosses


Shirt

Department issued WHITE polyester long sleeve shirt.

- a. White shirt shall have fire department patch sewn on right shoulder and American flag sewn on left shoulder.
- b. Nameplate above left front pocket.
- c. Under shirt shall be plain white short-sleeve. Undershirt should have no lettering or insignia that is visible through uniform shirts. Shirt shall remain tucked-in at all times.

Tie

Department issued black or dark navy uniform tie, non-glossy. Tie must be a department issued uniform tied in a Four-in-Hand Knot or Windsor knot. Issued black

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clip-on-tie is also acceptable. Ties must be tied in a neat fashion and remained tied at all times.

Pants:

Department issued 100% polyester navy slacks. Cotton or Poly / Cotton blend prohibited.

Belt:

Department issued black leather with gold or silver buckle (appropriate to rank).

Socks:

Plain Black

Shoes:

Department issued black leather, low cut, high gloss with shoe strings. Boots of any type are prohibited. Shoes shall be tied at all times.

Class B – Dress Shirt (Long Sleeve)

The Class B Uniform is to be worn when attending various functions of the Fire Department such as civic meetings or when such uniform is appropriate.

Shirt


Department issued WHITE polyester long sleeve shirt.

- a. White shirt shall have fire department patch sewn on right shoulder and American flag sewn on left shoulder.
- b. Nameplate above left front pocket.
- c. Under shirt shall be plain white short-sleeve. Undershirt should have no lettering or insignia that is visible through uniform shirts. Shirt shall remain tucked-in at all times.

Tie

Department issued black or dark navy uniform tie, non-glossy. Tie must be a department issued uniform tied in a Four-in-Hand Knot or Windsor knot. Issued black clip-on-tie is also acceptable. Ties must be tied in a neat fashion and remained tied at all times.

Pants:

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Department issued 4-pocket navy slacks. Cotton or Poly / Cotton blend shall not be faded. Cargo / EMS type pants prohibited.

Belt:

Department issued black leather with gold or silver buckle (appropriate to rank).

Socks:


Plain Black when wearing shoes or boots and socks are visible below the pants hemline. When wearing boots, boot socks are permitted. When in an upright sitting position socks that are not black in color shall not be visible below the pants hemline.

Shoes / Boots

Department issued shoes or boots are permitted. Shoes or boots must be clean, polished and shined, free of mud and dirt.

The guidelines for Class C uniforms are intended for all waking hours. When personnel have been awakened during the night to answer emergency calls personnel may wear any of the department approved uniform shirts and pants.

Class C – Daily Work Uniform

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The purpose of this standard is to ensure all fire suppression personnel are dressed in a professional manner but recognizing certain job functions are not appropriate or warranted for Class B uniform

Class C – Daily Work Uniform consists of:

Battalion Commanders Class C – Daily Work Uniform

Polo Shirt

White or Heather Gray short or long sleeve polo shirt with the appropriate Fire Department badge embroider on the upper left and name and rank embroider on the upper right. Name and rank shall be in block-style letters.

T-Shirt

Plain white t-shirts shall be worn under white polo shirts. Ash Gray fire department T-shirts with fire department approved screen print shall be worn under Heather Gray polo shirts.

Pants

Department issued 4-pocket or Cargo type navy slacks. Cotton or Poly / Cotton blend shall not be faded.

Belt:

Department issued black leather with gold buckle.

Socks:


Plain Black when wearing shoes or boots and socks are visible below the pants hemline. When wearing boots, boot socks are permitted. When in an upright sitting position socks that are not black in color shall not be visible below the pants hemline.

Shoes / Boots

Department issued shoes or boots are permitted. Shoes or boots must be clean, polished and shined, free of mud and dirt.

Caps

Department issued ball cap may be worn

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All Weather Coats

Department issued navy blue or Hi-Viz Green

Lieutenants Class C – Daily Work Uniform

Polo Shirt

Heather Gray short or long sleeve polo shirt with the appropriate Fire Department badge embroider on the upper left and name and rank embroider on the upper right. Name and rank shall be in block-style letters.

Summer Months - June, July, and August Lieutenants may wear department issued fire department T-shirts in lieu of the polo shirt. However, personnel attending a classroom training session, commission testing or other in door related function shall wear the department issued polo shirt.

Winter Months - Lieutenants may wear department issued Polo Shirts or Job Shirts. However, personnel attending a classroom training session, commission testing or other indoor related function shall wear the department issued polo shirt.

T-Shirt

Ash Gray fire department T-shirts with fire department approved screen print shall be worn under Heather Gray polo shirts.

Pants

Department issued 4-pocket or Cargo / EMS type navy slacks. Cotton or Poly / Cotton blend shall not be faded.

Belt:


Department issued black leather with gold buckle.

Socks:

Plain Black when wearing shoes or boots and socks are visible below the pants hemline. When wearing boots, boot socks are permitted. When in an upright sitting position socks that are not black in color shall not be visible below the pants hemline.

Shoes / Boots

Department issued shoes or boots are permitted. Shoes or boots must be clean, polished and shined, free of mud and dirt.

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Caps

Department issued ball cap may be worn. Caps shall not be faded or discolored.

All Weather Coats

Department issued navy blue or Hi-Viz Green

Drivers and Firefighters Class C – Daily Work Uniform

Polo Shirt

Heather Gray short or long sleeve polo shirt with the appropriate Fire Department badge embroider on the upper left and name and rank embroider on the upper right. Name and rank shall be in block-style letters.

Summer Months - June, July, and August Drivers and Firefighters may wear department issued fire department T-shirts in lieu of the polo shirt. However on-duty personnel attending a classroom training session, commission testing or other in door related function shall wear the department issued polo shirt.

Winter Months – Drivers and Firefighters may wear department issued Polo Shirts or Job Shirts. However, personnel attending a classroom training session, commission testing or other indoor related function shall wear the department issued polo shirt.

T-Shirt

Department issued navy blue T-Shirts shall be worn under the polo.

Pants


Department issued 4-pocket or Cargo type navy slacks. Cotton or Poly / Cotton blend shall not be faded.

Belt:

Department issued black leather with silver buckle.

Socks:

Plain Black when wearing shoes or boots and socks are visible below the pants hemline. When wearing boots, boot socks are permitted. When in an upright sitting position socks that are not black in color shall not be visible below the pants hemline.

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Shoes / Boots

Department issued shoes or boots are permitted. Shoes or boots must be clean, polished and shined, free of mud and dirt.

Caps

Department issued station (baseball) cap may be worn. Caps shall not be faded or discolored

All Weather Coats

Department issued navy blue or Hi-Viz Green

Special Considerations

When personnel are engaged in any of the following activities the Class C uniform polo shirt may be removed. Once the activity is completed the Class C uniform polo shirt shall be worn


1. Station duties such as equipment check-in, yard work, washing/waxing of equipment, station cleaning
2. Fire/medical calls where a turn-out coat is required to be worn
3. Actively engaged in fire suppression or medical activities when turn out coat is removed to continue duties of the particular call including placing the equipment back in service.
4. Outside training evolutions

Class D – Exercise Uniform

Class D - Exercise Uniform may be worn whenever fire personnel are participating in physical training such as weight lifting, walking, running, and team sports. This uniform must be exchanged for the appropriate uniform of the day as soon as physical training has been completed.

Class D - Exercise Uniform consists of:

1. Department T-shirt/sweat shirt, long/short sleeve shirt
2. Navy blue sweat pants or shorts that come within one inch of the kneecap with the waistband properly around the waist. (No sagging)

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Lost or Stolen Items

Items lost, stolen or damaged due to neglect, as determined by the Chief, shall be reviewed on a case by case basis. If review of the case determines the employee was negligent, disciplinary actions shall be taken, up to and including the replacing of the items by the employee at his/her own expense. The individual may replace the item(s) through his/her own effort or have the Fire Department obtain the item(s) for him/her. All item(s) obtained by the individual shall be the same brand, material, etc., as the item(s) which were issued.

How to Wear the Fire Department Station (baseball style) Cap

Station caps may be worn on-duty by personnel in Class C or D uniforms. Station caps are prohibited while wearing Class A or B uniforms.

Fire Department Station Cap Etiquette


- Class C or D uniforms only
- Caps shall be worn with cap bill and department embroider design facing forward. Caps SHALL NOT be worn backwards.
- Caps shall be of good condition, not faded or discolored.

CEREMONIAL DRESS GUIDLEINIES

A long tradition in the American fire service and perhaps the most distinctive part of the firefighter Class A Uniform – Ceremonial Dress is the Bell Hat.

How to Wear the Fire Department Class A Hat

A long tradition in the American fire service and perhaps the most distinctive part of the firefighter Class A Uniform – Ceremonial Dress is the Bell Hat. The Bell Hat is worn with Class uniforms ONLY.

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The hat should be worn squarely on the head, with the bottom edge of hat (not visor) parallel to and approximately 1 ½ inches above the eyebrows.

Fire Department Bell Hat Etiquette


- Use the following general guidelines when wearing the Bell Hat:
- Personnel shall wear the Bell Hat at all times while outdoors and remain covered until crossing the threshold (doorway) of a structure or entering a vehicle.
- If personnel are attending an outdoor ceremony, Bell Hats are to remain on at all times during the Pledge of Allegiance, National Anthem and Taps.
- When entering any indoor and/or covered venues, personnel shall remove the Bell Hat at the door's threshold and carry under left arm. This includes apparatus bays, tents, outdoor pavilions, funeral homes, churches, etc.

Hat Rule of Thumb: Inside Off, Outside On

Firefighting has a rich history which is reflected in the firefighter badge. Firefighter badges and patches include fire department information and a symbol or statement of the individual's rank. Badges and nameplates should always give off an attractive shine to catch the eye of others.

Our fire department badge is the most important symbol of our vocation projecting an oath of duty to perform our mission. It is therefore accepted, this symbols shall standalone honorably with distinction and pride over the firefighter's heart.

How to Wear the Fire Department Badge

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Personnel shall wear their badges when in Class A or B uniforms. Polo and Job shirts shall have embroidered badge appropriate for rank.

All badges are to be worn on the left upper chest of the uniform coat or shirt.

Badge Covers

Badge Covers are also referred to as "Mourning Bands". Badge covers are ½ - ¾ inch black elastic bands that cover the center of the uniform badge.

Black electrical type tape is prohibited for use as a Badge Cover.

Badge Covers are appropriate for the following conditions:

- Line of Duty Death
- Remembrance Ceremonies
- Local, Regional, or national Ceremonies
- As determined by the department

The following protocol for badge Covers shall be followed:

- The department will announce when personnel should wear badge covers
- All personnel of every rank and/or position will cover their badges as directed
- Personnel shall use only ½ - ¾ inch black elastic bands. Electrical and/or utility tape shall not be worn as a substitute.
- The department will announce when personnel should remove badge covers signifying the end of the mourning period.

Collar Insignia


The Millington Fire Department requires all personnel to have neat and clean uniforms that meet certain high-quality standards. Rank insignia must adorn and align the uniform to meet department high standards.

Name Plates

The name plate is worn on the right chest of the white uniform shirt just above the right pocket flap.

Name plates shall not be worn on Class A – Ceremonial Uniform coats.

Aligning the Name Plate

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1. Place the bottom edge of nameplate along top seam of the right shirt pocket.
2. The center of the name plate should be center of the right shirt pocket.
3. Push name plate pins through shirt and attach clutch back holders.
4. Wipe and remove fingerprints using a soft, dry cloth.


Ceremonial Formations

This guide is designed to familiarize you with the formations that apply to basic ceremonial drills procedures such as saluting and formation.

The elements of the Command

Two-Part Command Orders

Most drill commands have two parts: the **preparatory command** and the **command of execution**. Neither part is a command by itself, but the parts are termed commands to simplify instruction.

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The preparatory command states the movement to be carried out and mentally prepares the formation for its execution. For example, in the command “***Forward, MARCH***”, the preparatory command is ***Forward***.


The command of execution tells when the movement is to be carried out. In “***Forward, MARCH***,” the command of execution is **MARCH**. Upon hearing **MARCH**, the formation will begin to step forward together as one unit.

******Always step off using LEFT foot first******

ALIGNING THE FORMATION

FALL IN is used to assemble into a formation or for the formation to return to its original configuration.

Dress Right, DRESS and ***Ready, FRONT*** are used in mass formation to properly align personnel. The order may be given to execute a “close-quarter interval” using an elbow’s length apart or “normal interval” using a full arm’s length apart. The ceremonial commander will decide depending on the location and space needed for the formation.

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The preparatory commands are "***Dress Right,***" The command of execution is "**DRESS**". On the command of execution "**DRESS**" the formation will do the following:

- Each member raises the left hand with the fingers extended and joined, thumb along forefinger, palm pointing to the ground, elbow is straight and brought to shoulder height.
- At the same time, the left hand is being raised; each member will snap their head and eyes 45 degrees to the right. Take small steps to adjust your position so that the fingertip of person on your right touches your right shoulder.
- Check your position for proper dress with the person on your right. Your head and body should be directly aligned with their head and body. Take small steps to adjust your position accordingly.
- As soon as proper dress, cover, and interval is obtained, hold this position until receiving command of "***Ready, FRONT.***"
- On the command of execution "**FRONT**" snap left arm straight down to your side cupping hand and at the same time snap head and eyes back to the front. At this point, your body will be back to the position of attention.

POSITION OF ATTENTION

Personnel should assume the position of attention on the command order of "***Atten, SHUN***"! In the command order "***Atten, SHUN***", the preparatory command is ***Atten*** and the command of execution is **SHUN**. Upon hearing **SHUN**, the formation will sharply do the following:

- Bring the heels together sharply on line, with the toes pointing out equally, forming a 45-degree angle.
- Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees.
- Hold the body erect with the hips level, chest lifted and arched, and the shoulders square.

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- Keep the head erect and face straight to the front with the chin drawn in so that alignment of the head and neck is vertical.
- Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers.
- Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers.
- Remain silent and do not move unless otherwise directed.

Parade Rest

Parade Rest is commanded only from the *Position of Attention*. The command order for this movement is “**Parade, REST**”. The preparatory command is **Parade** and the command of execution is **REST**. On the command of execution **REST** do the following:

- Move the left foot about 10 inches to the left of the right foot.
- Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet.
- Simultaneously, place the hands at the small of the back and centered on the belt.
- Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward.
- Keep the head and eyes as in the *Position of Attention*. Remain silent and do not move unless otherwise directed.

FALL OUT/ DISMISSAL

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On the command order “**Fall, OUT**” the formation will break formation and leave the line to carry on. This command can be given at any time but will mostly happen after being brought to the position of attention. The command may also be given as “**Dismissed**”. The preparatory command is **Fall** and the execution command is **OUT**. On the execution command of **OUT** do the following:

- Formation will take one step to the back leading with **left** foot.
- Dismiss from location of formation.

The Hand Salute

WHO should Salute: All fire personnel regardless of rank while in any classification of uniform are to salute. Fire personnel in civilian attire will not salute. These personnel should instead, place their right hand over their heart when ordered to “**Present ARMS**” (unless a military veteran).


WHEN to Salute: Generally, fire personnel will render a salute anytime when observing flag etiquette for the National Colors; for example, the National Anthem or Pledge of Allegiance. Other occasions such as sounding Taps or when showing respect to a fallen Fire Service colleague at the order of ceremonial commanders.

HOW to Salute: The Hand Salute is a one-count movement. Meaning, on the order of execution the right hand will move in position sharply without hesitation.

SALUTE WHILE COVERED – WEARING FD CLASS A HAT

When rendering a hand salute the command order will be “**Present, ARMS**”. The word **Present** will serve as the preparatory command, alerting personnel to prepare for an order. The word **ARMS** will serve as the execution command whereby all personnel will sharply raise their right hand in position. Rendering a hand salute will only occur from the **Position of Attention**.

When wearing FD Hat (covered) with a visor (either with or without glasses) on the execution command **ARMS** do the following:

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- Raise the right hand **sharply**, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger and middle finger on the rim of the visor slightly to the right of the eye.
- The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front.
- The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm is horizontal.
- Do not move your head. Choose an object in front of you and focus your eyes on that object. Your body should remain still, shoulders square. At no time is talking allowed.

Tip: Do not bring your head down to meet your hand....keep your head still! Bring the hand to your head.

- The salute will be held until the command order of “**Order, ARMS**” is given.
- On the execution command **ARMS** return the hand **sharply** to the side, resuming the **Position of Attention**.
- If personnel are uncovered (not wearing FD Hat) and in civilian attire, on the command order of “**Present, ARMS**”, bring right hand to left chest above heart.
- “**Order, ARMS**” is executed as previously described from this position.
- Present Arms and Order Arms for uniformed personnel are sharp, quick movements. At no time is a "slow salute" rendered (slow hand movement up and slow hand movement down). Generally a slow salute is performed at funerals and other observances and is reserved as a Ceremonial Honor Guard procedure.

UNCOVERED – NOT WEARING FD HAT

Rendering a salute when not wearing FD Hat (uncovered). On the execution command **ARMS** do the following:

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- Raise the right hand sharply, fingers and thumb extended and joined, palm facing down touching the tip of the right forefinger and middle finger to the forehead near and slightly to the right of your right eyebrow.
- The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front.
- The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm is horizontal.


Saluting National Colors Etiquette

National Anthem	Flag to Half-Mast
Pledge of Allegiance	Flag Raising
TAPS	Flag Retiring
Passing in Review (Parades)	
Draped Coffin Passing	
Flag Presentation	

NOTE: Special circumstances may allow personnel in Structural Fire Gear (Bunker Gear) to render a hand salute. This was the case during recovery work at *Ground Zero* in New York City. In these rare circumstances a salute shall not be considered improper. Personnel should follow the orders of the Incident Commander on scene.

CEREMONIAL BELL SIGNALS

Throughout most of history, the lives of firefighters have been closely associated with the ringing of a bell. As they began their hours of duty, it was the bell that started it off.

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Through the day and night, each alarm was sounded by a bell that called them to fight fire and to place their lives in jeopardy for the good of their fellow man. And when the fire was out, and the alarm had come to an end, the bell rang three times to signal the end.

Millington Fire Department has adopted the Federation of Fire Chaplin's recommendation for the fallen firefighter "Tolling of the Bell" ceremony. The signal is tapped out as three measured dashes - then a pause - then three measured dashes - then a pause - then three more measured dashes **(3-3-3)**.

DEPARTMENT CEREMONIAL LAST ALARM PROCEDURES

Millington Fire Department's last alarm procedures are reserved for firefighters who died in the line of duty (LODD). The ceremony involves a area-wide announcement over the air to all area firehouses. The timing of the announcement will usually coincide during the burial ceremony for the fallen firefighter. The announcement consists of dispatch calling out to the fallen firefighter by rank and name. With no reply from the firefighter the dispatcher announces the official last alarm given. All personnel who are not in service on an alarm should pause from whatever they are doing in or around the firehouse for a moment of silence in memory of their fallen colleague.

ALL CALL STATION TONES FOLLOWED BY READING:

(To be read slowly and clearly)


Insert rank & name- THIS IS DISPATCH. *Insert rank & name-* FROM DISPATCH.
NEGATIVE CONTACT WITH *insert rank & name.*

ATTENTION ALL STATIONS, ALL PERSONNEL....ALL STATIONS, ALL PERSONNEL.

SPECIAL ATTENTION, *insert last assigned station.*

THIS WILL SERVE AS THE LAST ALARM FOR *insert rank & name* WHO PASSED AWAY ON *insert date.*

Insert rank & name WAS ASSIGNED TO *insert station and shift*, AND HAD *insert service time* YEARS OF DEDICATED SERVICE TO THE CITY OF MILLINGTN AND SURROUNDING COMMUNITY.

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OUR THOUGHTS AND PRAYERS GO OUT TO THE ENTIRE *insert name* FAMILY.

MILLINGTON FIRE DEPARTMENT (*ANNOUNCE TIME*)

Moment of Silence for non-line of duty deaths

Millington Fire Department ceremonial moment of silence alarm procedures are conducted for all department personnel who died while not on duty. The ceremony can also be conducted for department retirees or associates of the department. The ceremony involves an area-wide announcement over the air to all area firehouses. The timing of the announcement will usually coincide during the burial ceremony for the fallen department member. The announcement consists of a general all-call to all area firehouses. The dispatcher will read the official moment of silence. All personnel who are not in service on an alarm should pause from whatever they are doing in or around the firehouse for a moment of silence in memory of their fallen colleague.

ALL CALL STATION TONES FOLLOWED BY READING: (To be read slowly and clearly)

ATTENTION ALL STATIONS, ALL PERSONNEL....ALL STATIONS, ALL PERSONNEL.

SPECIAL ATTENTION TO *last assigned station*.


ALL PERSONNEL ARE ASKED TO OBSERVE A MOMENT OF SILENCE IN HONOR OF *insert rank & name* WHO PASSED AWAY ON *insert date*.

Insert rank & name WAS ASSIGNED TO *insert station and shift*, AND HAD *insert service time* YEARS OF DEDICATED SERVICE TO PALM BEACH COUNTY.

OUR THOUGHTS AND PRAYERS GO OUT TO THE ENTIRE *insert name* FAMILY.

MILLINGTON FIRE DEPARTMENT (*ANNOUNCE TIME*).

Retirement of Firefighter – Ceremonial fire apparatus ride home.

	STANDARD OPERATING GUIDELINES	GUIDELINE 019
		UNIFORMS CEREMONY ESSENTIALS
		REVISED 07-01-2014

As a fitting tribute to recognize a retiring firefighter's service to the community it is customary for the department to take the employee home on their assigned company at the end of their last assigned shift day.

ALL CALL STATION TONES FOLLOWED BY READING:

The Millington Fire Department wishes to thank *insert rank and name* for over *insert years of service* years of dedicated service to the department, citizens of Millington and the surrounding community. We wish you well in your well-deserved retirement and remember you are and will forever be a part of the brotherhood we call Firefighters.